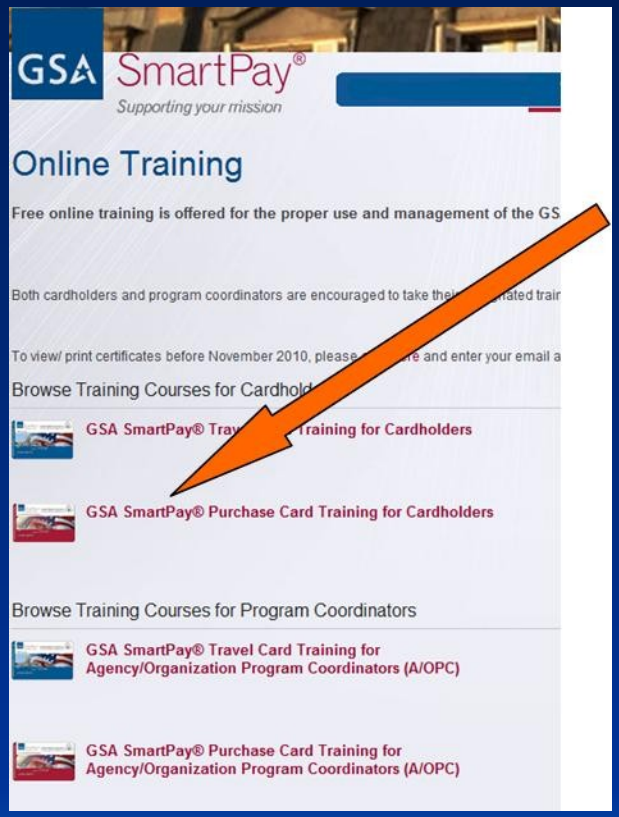
Fort Sill DOC Government Purchase Card Mandatory Training Requirements/Instructions

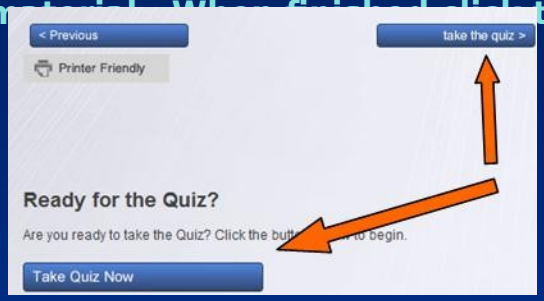
Training Requirements

- There are the mandatory training class requirements for the GPC program:
  - GSA SmartPay training
    - Billing Officials and Card holders take the "Cardholder version" of the GSA SmartPay Training.
  - DOD GPC Training thru Defense Acquisition University (DAU) web-based training
    - Class CLG001
    - Class CLM003
  - Fort Sill GPC training
  - COL Foundations (Billing Officials Only)
  - PCOLS Class CLG005 from DAU (Billing Officials Only)
  - ACCESS ON-LINE web-based training

GSA SmartPay GPC Training


GSA SmartPay®
Supporting your mission
Online Training
Free online training is offered for the proper use and management of the GS
Both cardholders and program coordinators are encouraged to take the
To view/ print certificates before November 2010, please
and enter your email a
Browse Training Courses for Cardhold
GSA SmartPay® Tra
Training for Cardholders
GSA SmartPay® Purchase Card Training for Cardholders
Browse Training Courses for Program Coordinators
GSA SmartPay® Travel Card Training for Agency/Organization Program Coordinators (A/OPC)
GSA SmartPay® Purchase Card Training for Agency/Organization Program Coordinators (A/OPC)

- **1. Completion of On-line "GSA SmartPay® Purchase Card Training for Cardholders." (https://training.smartpay.gsa.gov)**
- **2. Click the appropriate training link, read the material, click the "Next" button to continue through the course material. When finished, click the "Take Quiz" button.**



3. Login for the quiz or register with the site, then take the quiz.

4. Save and or print your certificate, then send a copy to your Local APC in the Contracting Office

You passed the certification training! Print or save your certificate for this course using the buttons below. You can also access the certificate from your Training Dashboard.
Print Certificate
Download Certificate

For general information about the GSA SmartPay program or for escalated issues with the training website, please contact the GSA SmartPay program support team:
Phone: (703) 605-2808 E-mail: gsa_smartpay@gsa.gov.

Department of Defense (DOD) GPC Training

- Completion of On-line **DAU Class Requirements**
  - DoD Government Purchase Card Class CLG001
  - Overview of Acquisition Ethics Class CLM 003, and
  - For Billing Officials only -- PCOLS Class CLG005
- **Access the tutorial at Defense Acquisition University (DAU) website: https://www.atrrs.army.mil/channels/aitas**
- Apply for training. Then select category Civilian Army Acquisition Workforce or Military Army Workforce from the drop down list. Check one of the Sign-In Options, complete any required information and Logon.
- If you have not yet established a user profile you will be taken to the ATRRS Internet Training Application System Web page. Fill in the required information and click on the **Update Profile** button at the bottom of the page. Upon successful submission of your profile you will be able to follow the remaining steps.
- After you have logged-in, you come to a page where you select a training category. Select Continuous Learning.
- Select the **DOD Government Purchase Card – CLG001** course from the Course drop-down list.
- Press the **SEARCH** button.
- Complete the application.
- Click on the **SUBMIT THIS APPLICATION** button.
- Repeat the process to apply for classes CLM003 and Class CLG005 as needed.
- Your application will be forwarded to DAU for enrollment in their virtual campus. If you do not already have an account on the DAU virtual campus, one will be created for you. You will receive a welcome email from DAU

Department of Defense (DOD) GPC Training

- The training module is comprised of ten (10) lessons, includes periodic review questions and a post-test.
- Minimum test score requirement is100% and may be taken as many times as necessary to obtain this score.
- A “Certificate of Completion” is available (after completing survey) at the conclusion of a successful post-test.
- ***IMPORTANT: Provide a copy of “Certificate of Completion” of DoD GPC Training to DOC APC as verification of completion. Fax number (580)442-3819 or e-mail to doccrdc@conus.army.mil.***
- ***For assistance, contact the DAU HELP DESK at dauhelp@dau.mil or at 1-866-568-6924 (Toll Free) or 703-805-3459 (Commercial) or DSN 655-3459. When calling in, select option 1 for DAU Virtual Campus Courses. The DAU HELP DESK is manned Monday through Friday, 0600-1800 EST.***

Certifying Officer Legislation (COL) Training
COL Foundations Course

presented by

Defense Finance & Accounting Service - Enterprise Learning

Card holders skip this class! This is for Billing Officials (and their alternates)

- Using the following link:
  - https://dfas4dod.dfas.mil/training/Courses/COLBasics/index.html

  Follow the course lessons and complete the exam.

  Once the exam is completed, print the certificate for your records and also send a copy to:

  usarmy.sill.acc-micc.mail.credit-card-inbox@mail.mil

  or FAX 580-442-3819

- **if you have questions about the content of this training, contact the DFAS COL Training Program Office at:**
  - **bill.taylor@dfas.mil**

Fort Sill (Installation) GPC Training

- **This training requirement is fulfilled by viewing a PowerPoint presentation. When the presentation is complete, click the Back button on your browser toolbar.**
- **GPC Presentation**
- **After you review the presentation, you must take an examination. The exam is 40 multiple choice and true and false questions: FortSillGPCExam. Use the following:**

  Name – *

  Password – *

  Full Name – enter your name

  Email Address – enter your e-mail address

*** You must call the GPC POC at 580-442-5229 to obtain the Name and Password**

- **In order to pass the exam, you must answer at least 75% of the questions correctly. All of the information needed to get a successful score on the exam is in the presentation. If you do not pass the test on the first try, you will receive an e-mail notification. You must then retake the test.**
- **If you pass the test, you will receive an e-mail notification with your exam score and test results.**

ACCESS ON-LINE Web-Based Training

- **Log in to ACCESS ON-LINE Web-Based Training @ https://wbt.access.usbank.com**

- **Register a new account, fill in all blanks,**
  - **for Organization Short Name use “Army.”**
  - **for User Type select “Government Cardholder.”**
  - **Click the “Register” link when finished.**

- **When you login:**
- **(1) Enter your registered email address**
- **(2) Enter your registered personal password**
- **(3) Enter the appropriate WBT password**

ACCESS WBT will recommend various training modules.
However, you must also add the following modules and be tested on them:
Order Management
Transaction Management
Account Approval Process

- **You must call the GPC POC at 580-442-5229 to obtain the WBT password**

ACCESS ON-LINE Web-Based Training (Cont.)

- **Select the "Go to the lesson modules" link and use the numbers and arrows to move through the lesson screens and modules.**
- **When finished return to the main menu screen and select**

  "Go to the certification exam" link. Select the applicable modules and proceed to the exam.
- **After successful completion of the exam return to the main menu screen and select the "Print Certificate" link.**
- *****IMPORTANT: Provide a copy of "Certificate of Completion" of ACCESS ON-LINE Web-Based Training to DOC APC as verification of completion. Fax number (580)442-3819 or e-mail to usarmy.sill.acc-micc.mail.credit-card-inbox@mail.mil.*****

Training Review Requirement

- ***Directorate of Contracting (DOC) Agency Program Coordinator (APC) will notify applicant of the Fort Sill Government Purchase Card (GPC) test results and coordinate submission applications through Organization Billing Official and Resource Manager by E-mail.***
- ***DOC GPC APC may be contacted by***
  - ***Phone: 580-442-5229***
  - ***FAX: 580-442-3819***
  - ***or E-mail: usarmy.sill.acc-micc.mail.credit-card-inbox@mail.mil***